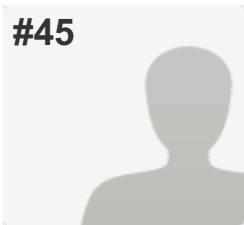


#45

**COMPLETE****Collector:** Web Link 1 (Web Link)**Started:** Wednesday, December 03, 2014 2:11:00 PM**Last Modified:** Monday, December 15, 2014 2:39:21 PM**Time Spent:** Over a week**IP Address:** 163.191.87.192

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Q1: Agency:

Commerce and Economic Opportunity

Q2: Agency Information:

Agency Director or Secretary:

Director Adam Pollet

Name of Individual Completing Survey:

Victoria D.Benn

Individual's Working Title:

DCEO Agency-Wide EO
Compliance/Education & Training Manager

Individual's Phone Number:

217/524-2997

Individual's Mailing Address:

500 East Monroe Street, R-8, Springfield,
IL. 62701

Individual's Email Address:

Victoria.Benn@illinois.gov

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Q3: As of June 30, 2014, provide the number of African Americans employed within each of the following EEOC categories:

Officials and Managers	19
Professionals	26
Technicians	0
Protective Service Workers	0
Para-Professionals	2
Office and Clerical	1
Skilled Craft Workers	0
Service-Maintenance	0

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Q4: As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:

Officials and Managers	0
Professionals	0
Technicians	0
Protective Service Workers	0
Para-Professionals	0
Office and Clerical	0
Skilled Craft Workers	0
Service-Maintenance	0

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Q5: As of June 30, 2014, provide total number of agency employees on board (total headcount); include full-time, part-time and LOA's: 408

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Q6: As of June 30, 2014, provide the underutilization as reported for your agency to the IL Department of Human Rights for African Americans by category:

Officials and Managers	0
Professionals	0
Technicians	0
Protective Service Workers	0
Para-Professionals	0
Office and Clerical	0
Skilled Craft Workers	0
Service-Maintenance	0

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Q7: Provide results of your agency's studies and monitoring success concerning the number of African American persons employed by your agency in the EEOC categories: Include specific position titles that were filled externally.

FY14 African-American employee summary: FY15 African-American employee summary:

19 – Official/Managers	20 - Officials/Administrators
26 – Professionals	28 - Professionals
2 – Para Professionals	2 - Para Professionals
1 – Office/Clerical	1 - Office/Clerical
0– Skilled Craft Worker	0 - Skilled Craft Worker
0 - Service-Maintenance	0 - Service-Maintenance

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Q8: Were there any increases or decreases in the number of African Americans within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.

Officials/Administrators – African-Americans

During FY14 two (2) African-Americans were hired into the Officials/Administrators EEO job category:

1-African-American Woman Deputy Directory/DCEO Office of Community Development - Region 1/Cook County

One (1) highly qualified African-American Male Senior Policy Advisor to the Director/DCEO Office of the Director - Region 1/Cook County

During this period no promotions occurred for highly qualified African-Americans within this EEO job category

During FY14 two (2) African-American Officials/Administrators chose to voluntarily retire or separate by other means from state service:

One (1) highly qualified African-American Male Deputy Director, DCEO Office of Equal Opportunity Monitoring & Compliance – Region 7/Sangamon County

One (1) highly qualified African-American Woman Public Service Administrator, DCEO Office of Urban Assistance – Region 1/Cook County

During the first Qtr. of FY15 one (1) African-American Woman was hired as a Public Service Administrator, Opt. 1, DCEO Office of Business Development – Region 7/Sangamon County

Professionals – African-Americans

During FY14 three (3) African-Americans were hired into the Professional EEO job category:

One (1) highly qualified African-American Male Information Services Specialist 2, Opt. A /DCEO Office of Information Management - Region 7/Sangamon County

One (1) highly qualified African-American Woman Accountant Advanced/ DCEO Office of Financial Management - Region 7/Sangamon County

One (1) highly qualified African-American Woman Public Administrative Intern /DCEO Office of the General

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One (1) highly qualified African-American Woman Public Administrative Intern / DCEO Office of the General Counsel – Region 1/Cook County

During this period no promotions occurred for highly qualified African-Americans within this EEO job category

During FY14 three (3) African-American Professionals chose to voluntarily retire or separate by other means from state service:

One (1) highly qualified African-American Male Energy & Natural Resources Specialist II – Region 7/Sangamon County

One (1) highly qualified African-American Woman Economic Development Representative I – Region 7/Sangamon County

One (1) highly qualified African-American Woman Administrative Assistant I – Region 1/Cook County

During the first Qtr. of FY15 two (2) African-Americans were hired in the Professional EEO Job Category

One (1) highly qualified African-American Male Industrial Community & Development Representative I/ DCEO Office of Grants Management – Region 7/Sangamon County

One (1) highly qualified African-American Woman Manpower Planner III, DCEO Office of Employment & Training – Region 4/Peoria County

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Q9: How many Human Resources staff does your agency have? 6

Q10: How many of those Human Resources staff are minorities? 1

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Q11: What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the African American Employment Plan? What training has been provided to recruitment staff to recruit African Americans? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials were provided please explain why.

When DCEO' Office of Human Resources staff notifies the Office of Equal Opportunity Monitoring & Compliance (EOMC) that vacancies have occurred in underutilized or utilized areas, the DCEO Office of EOMC immediately sends out a written notice to the Deputy Director of Human Resources and/or their staff as well as the respective hiring authority reminding them of their EO/AA and Executive Order #15 (1999) obligations to adhere to such laws;

Staff within the Office of Human Resources as well as DCEO' Agency-wide EO Compliance/Education and Training Manager attend monthly agency personnel managers' meetings and training sessions sponsored by CMS and IDHR to become aware of any/all legislative mandates affecting the recruitment, employment and promotion of highly qualified African-Americans;

DCEO's Deputy Director of EOMC and the DCEO Agency-wide EO Compliance Manager provide periodic updates to the Director or his designee as well as to the Deputy Director of Human Resources regarding the Department's responsibility to attract, hire or promote highly qualified African-Americans to the workforce.

On a regular basis DCEO/EOMC identifies hiring authorities who are/are not up-to-date with their certification as Rutan interviewers. During FY14, the Department notified those staff members who are involved in the Rutan hiring process to participate in the on-line Rutan Refresher course. And for newly hired managers/supervisors with subordinates to register for the 2-day "Interview & Selection" training session at CMS as soon as possible. This information is monitored by DCEO/EOMC.

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Q12: How many African Americans serve in senior or mid-level management (PSA and SPSA positions, for example) and executive positions within your agency? 20

Q13: Please list the position titles.

9 - PSA (6- Women; 3-Men)
11 - SPSA (4-Women; 7 Men)

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Q14: As of June 30, 2014, how many Rutan certified interviewers in your agency were African American? 9

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Q15: How many Rutan interviews were conducted during the FY 14? 21

Q16: In how many Rutan interviews did African American interviewers participate? 3

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Q17: List all agency activities undertaken in implementing the State African American Employment Plan to increase the number of African American employees including employment recruiting plan to fill positions internally and externally. Please list position titles that were frequently filled internally and externally including interns during the fiscal year and how many were filled by an African Americans.

The Director places great emphasis on hiring/promoting highly qualified African-American applicants and employees within management and professional level positions within the Department.

The Deputy Director, DCEO Office of Equal Opportunity Monitoring & Compliance (EOMC) and the DCEO Agency-wide EO Compliance and Education/Training Manager maintain excellent business relations with internal and external recruitment sources such as:

local churches; various Local and State Officials of African-American descent who have offices throughout the State of Illinois; Minority and Women Owned Businesses within Illinois; the Division Manager of the CMS Bureau of Personnel/Division of Statewide Services; Representatives from the CMS Chicago Diversity Enrichment Program; A Representative from the Chicago Urban League Workforce Development and Diversity Center; A Representative from the University of Illinois at Chicago Career Placement Division; Statewide EEO Managers; the Manager of the CMS Veterans Outreach Program; The Illinois Association of Minorities in Government (IAMG); President of the Illinois Association of Hispanic State Employees (IAHSE) [whereby some of the members voluntarily disclose their bi-racial African-American ancestry]; Liaisons from the Illinois Dept. of Human Rights in Springfield and Chicago; Central and Southern Illinois Higher Educational Institutions; the Springfield Urban League; the Springfield NAACP; the Springfield Black Chamber of Commerce; the Illinois Committee on Black Concerns in Higher Education; the Southern Illinois University/Office of Human Resources and the statewide IDES Employment and Training Centers to apprise these employment sources of current vacancies within DCEO as well as attempt to identify highly qualified applicants during our outreach efforts to future employment/career fairs which may be scheduled in areas that are predominately located in African-American communities.

DCEO maintains a close relationship with the following community outreach partners, just to name a few:

Darryl Harris, Director, Dept. of Diversity Enhancement, Office of Governor Pat Quinn
 The Honorable State Representative La Shawn K. Ford of the 8th Legislative District
 Jonathan Lackland, Deputy Director for Advancement, External & Governmental Relations, IBHE
 Jose' M. Prado, President, Illinois Association of Hispanic State Employees (IAHSE);
 Gerald A. Smith, Director of Minority Affairs, UIC College of Engineering
 Susan Allen, Compliance Liaison, Illinois Department of Human Rights
 Barb McDonald, Counselor, CMS Chicago Diversity Enrichment Program
 Oscar L. Williams, President, Blacks in Government (Region V)
 Sandy Robinson, Director, Office of Community Relations - City of Springfield, Illinois
 Mac McKelvey, Manager, CMS Veteran's Outreach Program
 Tina Crawley, Chicago Urban League Workforce Development and Diversity Center
 State Agency EEO Managers - statewide
 Teresa Haley, President, Springfield Chapter of the National Association for the Advancement of Colored

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People (NAACP)

Nina Harris, President/CEO, Springfield Urban League
Debra McCoy, Manager, City of Carbondale/Office of Human Resources
Stephen Cantine, Director, Career Center of ISU
Linda Moore, Director, EIU Career Services
Jaime Velasquez, Assistant Director, UIC Office of Career Services
Tammy Craig, Director UIS Career Development Center
Jaci DeBrun, Manager, CMS/ SD Program

Career Placement/Office of Diversity at the University of Illinois at Chicago and Springfield; Robert Morris University; Benedictine University; Springfield College in Illinois; Lincoln Land Community College; Southern Illinois University/Carbondale

Illinois Worknet facilities that are identified by the DCEO Office of Employment & Training and located in predominately African-American communities.

DCEO participates in statewide employment/career fairs and workshops sponsored by universities, community colleges, trade associations and during annual conferences affiliated with statewide professional minority organizations as well as employment events scheduled by members of the Illinois General Assembly when our manpower and budget permit.

DCEO was represented at the following Career/Job Fairs/Workshops, statewide conferences and special events/meetings:

On 07-18-13, the Department participated during the Women Veteran's Fair sponsored by the Honorable State Representative Stephanie Kifowit, State Representative Linda Chapa LaVia and the Honorable State Senator Linda Holmes and Waubensee Community College in Aurora, IL

On 09-26-13, the Department participated as a recruiter during the 36th Annual UIC Fall Diversity Job Fair, Chicago, Illinois.

On 10-25-13, The Department participated at the 26th Annual Illinois Association of Hispanic State Employees (IAHSE) Training Conference held at the Hyatt Regency McCormick Place Hotel, Chicago, Illinois

On 12-31-13, the Department responded to recruitment applicants that were interested in employment at DCEO. We also made sure the applicants became familiar with DCEO's website and mission, programs and services, our position titles, recruitment booklet and the SD Program. In addition, Likewise, to notify highly qualified applicants about our vacancies when they occur based upon their educational background and work experience.

On 01-20-14, the Department attended and networked with community leaders during the 39th Anniversary of the Springfield Club Frontiers International Annual Martin Luther King, Jr. Memorial Breakfast, Springfield, Illinois.

On 02-09-14, The Department attended and networked with community leaders during the 93rd Annual Lincoln-Douglass Banquet sponsored by the Springfield Branch NAACP, Springfield, Illinois.

On 03-27-14, the Department attended and networked with Asian-American undergrad, grad students and community leaders during the "Information & Application Workshop" sponsored by the Office of the Governor, CMS, and the Asian-American Employment Plan Advisory Council at the College of DuPage, Glen Ellyn, Illinois.

As an active member of the Disability Hiring Initiative Committee (DHIC), DCEO along with other member state agencies assisted in the coordination and successful completion of two (2) State Employment Webinars for Persons with Disabilities. The first webinar was conducted on February 26, 2014, and 69 individuals participated. The second webinar was held on March 26, 2014, and 39 people attended in Springfield, Illinois.

The Deputy Director, DCEO Office of Equal Opportunity Monitoring & Compliance (EOMC) assisted the DCEO

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The Deputy Director, DCEO Office of Equal Opportunity Monitoring & Compliance (EOMC) assisted the DCEO Office of Women's Business Development during the Annual Women Business Owner's Symposium held at UIC, March 29, 2014, Chicago, Illinois

On June 24, 2014, the Department attended a 2-way video conference Minority Recruitment Strategy meeting hosted by CMS. Presentations were geared towards Personnel Managers, EEO Managers and Recruitment/Selection staff.

On a regular basis DCEO identifies hiring authorities who are/are not up-to-date with their certification as Rutan interviewers. During FY14, the Department notified those staff members who are still involved in the Rutan hiring process to participate in the on-line Rutan Refresher course. And for newly hired managers/supervisors with subordinates to register for the 2-day "Interview & Selection" training session at CMS as soon as possible.

The Department tracks the response rate of applicants who complete a CMS employment/promotional application, submits a resume to the Department and obtains a CMS grade of "A" for various position titles which the Department utilizes.

The Department maintains recruitment files compiled with lists of highly qualified individuals, including African-American applicants and employees, interested in working for or advancing within the Department. As positions become available, they are referred to the Office of Human Resources.

Supervisors who are directly involved in the selection process are requested to contact the Department's Agency-wide EO Compliance/Education and Training Manager, prior to the interview, to identify any outstanding underutilized areas when considering the hire or promotion of highly qualified African-American applicants for state service.

The Office of Human Resources as well as the Office of Equal Opportunity Monitoring & Compliance assists applicants by mail, telephone, in person, the Internet and e-mail in order to better understand the CMS employment process and to help them access, complete and submit an employment or promotional application.

DCEO's Agency-wide EO Compliance/Education and Training Manager also identifies and refers highly qualified internal African-American employees to DCEO management staff for consideration when promotional opportunities arise.

As a result the Department hired:

One (1) highly qualified African-American Woman Deputy Director/DCEO Office of Community Development - Region 1/Cook County

One (1) highly qualified African-American Male Senior Policy Advisor to the Director/DCEO Office of the Director - Region 1/Cook County

One (1) highly qualified African-American Male Information Services Specialist 2, Opt. A /DCEO Office of Information Management - Region 7/Sangamon County

One (1) highly qualified African-American Woman Accountant Advanced/ DCEO Office of Financial Management - Region 7/Sangamon County

One (1) highly qualified African-American Woman Public Administrative Intern /DCEO Office of the General Counsel – Region 1/Cook County

Q18: Provide the overall number of employees that vacated your agency due to retirement, layoff, termination and transfer during FY 14. 42

Q19: Please list the position titles.

1- Account Clerk 1
 1- Account Tech 2
 1 - Accountant
 1- Administrative Asst. 1
 1- Administrative Asst. 2
 1- Economic Development Representative I
 1- Energy & Natural Resources Specialist II
 1- Human Services Grants Coordinator II
 1- Industrial & Community Development Rep. I
 2- Information Systems Analyst II
 1-Local Housing Advisor II
 6- Manpower Planner III
 3- Office Coordinators
 1- Office Coordinator, Opt.2
 8- PSA, Opt. 1
 1- PSA, Opt. 3
 10- SPSA
 1- Storekeeper

Q20: How many of those were African American? 5

Q21: Please include job titles that were vacated by African Americans.

1- Administrative Asst. I
 1- Economic Development Representative I
 1- Energy & Natural Resources Specialist II
 1-PSA
 1- SPSA

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Q22: How many employees were hired during FY 14 and in what titles? Include new “off the street” hires from the Open Competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves, etc. 34

Q23: How many of those were African American? 5

Q24: What position titles were filled by African Americans?

- 1- Accountant Advanced
- 1- Public Administrative Intern
- 2- SPSA
- 1- Information Services Specialist II, Opt. A

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Q25: List promotional programs that provide African American employees with career ladder enhancement, self-development training, or otherwise enhance you're agency's ability to increase the number of African Americans in supervisory and management positions.

DCEO not only emphasizes recruitment and hiring, but also places great importance on training, education, and promotional needs for African-American employees so they have an opportunity to take advantage of career advancement opportunities within the Department.

DCEO offers a Tuition Reimbursement Program; Upward Mobility Program; Professional Development Training/Education Programs; and a variety of Computer Training Programs to all eligible employees.

Q26: How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?	7
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Q27: How many of those were African American?	2
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Q28: How many student workers/interns did your agency hire in FY 14? (Do not include trainee positions.)	0
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Q29: If your agency employed student workers/interns in FY 14, how many were African American?	0
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Q30: What activities does the EEO Office conduct/participate in during the open competitive hiring process to ensure that areas of underutilization for minority categories are being addressed?

Please see response to Question #11.

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Q31: If random selection of candidates was part of the open competitive interview invitation process describe your agency's method of random selection.

Random selection of candidates was not part of the open competitive interview process.

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Q32: What recommendations were provided by AAEP Advisory Council, DHR, CMS or the Auditor General regarding recruitment of African Americans and were any implemented by the agency:

At this time no recommendations were provided to DCEO by the AAEP Advisory Council or the Auditor General regarding recruitment of highly qualified African-Americans.

However, DHR and CMS have worked together to implement and schedule a number of informative employment workshops throughout State of Illinois which increased the opportunity for applicants to better understand the state hiring process, meet recruiters and obtain state jobs.

As a forethought DCEO would like to recommend the following: Both the AAEP, DHR and CMS work together to develop an electronic on-line training session for hiring authorities and HR personnel focusing on the history and importance of "EEO Compliance Law (under the Human Rights Act and Title VI and VII of the Civil Rights Acts). Both laws are positive mandates to promote the goal of an Inclusive Workforce; Also "Diversity" training should be mandatory within all state agencies, especially for hiring authorities and HR personnel, of which the current majority of staff are composed of non-minorities.

One recommendation requested by DCEO and implemented during FY14 dealt with Rutan training being made available in the Chicago area, not just in Springfield, Illinois. In future, we hope the State of Illinois will consider increasing the number of highly qualified minorities as Human Resource Managers.

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Q33: Does your agency have a designated African American liaison to the African American community to assist HR staff in recruiting African Americans?

If so, please provide the name:

Yes. Victoria D. Benn

If so, please provide the title:

DCEO Agency-wide Equal Opportunity
Compliance/Education &
Training/Recruitment Manager

Is this person an Executive senior staff member?

Not at this time.

Q34: What duties/activities does the African American liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the African American community?

The ultimate responsibility for achieving equal employment opportunity within the department is through its Affirmative Action Plan and otherwise rests with the Director of the department both under the law and the principles of sound public administration; however, the Director has designated an DCEO Agency-wide Equal Opportunity Compliance Manager. The following are the duties of the DCEO Agency-wide EO Compliance Manager:

1. To develop the agency's affirmative action plan, goals and objectives;

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2. To assist in identifying and solving EEO problems;
3. To design and implement internal audits and reporting systems for measuring the effectiveness of agency programs indicating need for remedial action, and determining the degree to which the agency's goals and objectives have been attained;
4. To serve as liaison between the agency and EEO enforcement authorities;
5. To serve as liaison between the agency minorities, women and disability organizations;
6. To inform management, employees and grantees of new developments in the EEO field;
7. To assist in the evaluation of employees and job applicants so that minorities, women and disabled persons are given equal employment opportunity;
8. To regularly confer with managers, supervisors and employees to assure that the agency's EEO policies are observed;
9. To advise managers and supervisors if employment practices comply with the Human Rights Act;
10. To report to the Department all internal and external complaints of discrimination against the agency;
11. To advise in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 (a & b) of these regulations;
12. At the request of the agency's Director or his designee, to direct agency staff in taking appropriate action to correct discriminatory practices identified by the Department and report to the Director or his designee on the progress of actions taken;
13. In conjunction with the filing of quarterly reports, to submit recommendations to the Director or his designee and the Department for improvements to the agency's Affirmative Action Plan;
14. If the agency is in noncompliance, as described in Section 2520.795 (c) (2), the agency shall work with Central Management Services to develop training programs for the preparation and promotion of the affirmative action group affected by the failure;
15. Reporting on and/or analyzing workforce analysis reports [2520.770 (a)], position vacancies [2520.770 (b)], quarterly reports [2520.770 (c)], federal compliance reports [2520.770 (d)], orders and settlements [2520.770 (e)], layoff reports [2520.770 (f)], reorganization reports [2520.770 (g)], hiring and promotion compliance monitors [2520.770 (h)], and exit questionnaires [2520.770 (i)];
16. Evaluating tests, employment policies and practices and reporting to the Director or his designee regarding any such policies, practices and evaluation mechanisms that have adverse impact on minorities, women and the disabled. The Agency-wide EO Compliance Manager will also assist in the recruitment of minorities, women and people with disabilities; and
17. Provide counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of including but not limited to race, color, religion, sex, sexual orientation, national origin/ancestry, age, marital status, arrest record, military status, including veteran status, unfavorable discharge from military service, citizenship status and disability.
18. Review annual affirmative action plans, monitoring reports, and service patterns of DCEO grantees for compliance with state and Federal EO/AA rules and regulations. Provide corrective action measures when necessary.
19. Immediately notify the Director or his designee when unable to resolve employment practices or conditions which have or tend to have disparate impact on minorities, women or the disabled

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which have or tend to have disparate impact on minorities, women or the disabled.

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Q35: How many veterans were hired externally during the year? 5

Q36: How many were African American Veterans? 1

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Q37: Please provide any suggestions/recommendations for increasing the number of African Americans employed by your agency including employment plan strategies for the new calendar year.

Please see response to Question #32.

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Q38: By selecting "I Agree" below, I hereby certify that this completed survey represents the African American Employment Plan Survey of this agency and that the agency head reviewed and approved these responses. I Agree